

PROFESSIONAL SERVICES SOLICITATION

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

City of Chelan

Request for Qualification Data to furnish project planning and architectural services

The City of Chelan has been awarded a \$24,000 CDBG Planning-Only Grant to complete a Library Expansion Plan. The project will result in a plan for improved library services, increasing the capacity to serve the expanding needs of the Chelan community.

The City of Chelan is requesting qualified project planners and architectural services to submit statements of qualification to perform a scope of work that includes providing planning to include community needs assessment, design and construction cost estimates, and potential funding options for construction or remodeling of the library facility. The project budget is approximately \$34,800 with plans and documents to be submitted by October 1, 2011. For more information about the project, contact Jim Reinbold, City Administrator, Phone 509-682-8014 or e-mail jreinbold@cityofchelan.us.

One or more persons/firms will be selected for an interview based upon the following criteria categories weighted as indicated:

Qualification of key personnel – 2

Relevant experience as demonstrated on previous and similar projects – 2

Previous performance – 1

Expressed interest in the project – 1

Availability and capacity to accomplish the work in the required time frame – 1

Past experience with federally funded projects, especially CDBG projects – 1

Geographical proximity of the persons/firm to the project location – 1

Professional reputation and references – 1

Washington State Certified Minority Enterprise Participation - .5

Persons/firms desiring consideration shall submit a complete qualification package and any other pertinent data to further assist the selection committee in evaluating the persons/firms qualification to: City of Chelan City Clerk, Linda Liles, POB 1669, Chelan, WA 98816 or by personal delivery at City of Chelan City Hall, 135 E. Johnson Avenue in Chelan, Washington. Qualification packages should be submitted to arrive no later than 5:00 p.m. on July 20, 2011 or be postmarked no later than July 20, 2011. RFQ's will be reviewed and evaluated on July 21, 2011 with a selection to be made for interview(s) on or after that date. The most highly rated person/firms will be selected for an interview and negotiation of the professional service contract.

The project is partially funded through the Washington State Department of Commerce/Community Development Block Grant program with federal funds.

The City of Chelan is an equal opportunity and affirmative action employer. Minority and women owned firms are encouraged to submit proposals.

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